



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 496.5

Job Title: **COURT INTERPRETER**

Pay Grade: 14

GENERAL SUMMARY:

Provides verbal and written translations in a Municipal Court of record to ensure communication is exchanged and understood between the citizens and court employees.

RESPONSIBILITIES:

- Provides accurate and simultaneous translation of verbal communications from one language into another in a court of record. Ensures both the citizen and the court employee understand the information exchanged.
- Translates foreign language written communications (i.e., legal documents, correspondence and office memoranda) into English, or vice-versa, for a court of record.
- Provides information to non-English speaking customers or visitors by telephone and in person.
- Performs general clerical/administrative duties as required.
- Assists with special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in a foreign language or a field relevant to the work being performed.

LICENSE/CERTIFICATION:

Must be a Licenses Court Interpreter by the Texas Department of Licensing and Regulation pursuant to Subchapter C of the Court Interpreters Act.

EXPERIENCE:

One year of experience in translation or customer service is required. Must be proficient in both verbal and written communications of a foreign language.

Two years of pertinent experience may be substituted for the above education requirement.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staffs and occasionally with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Court Interpreter

Effective Date: September 2002